



Quick Start Guide

Creating Report Distributions

○ Objectives:

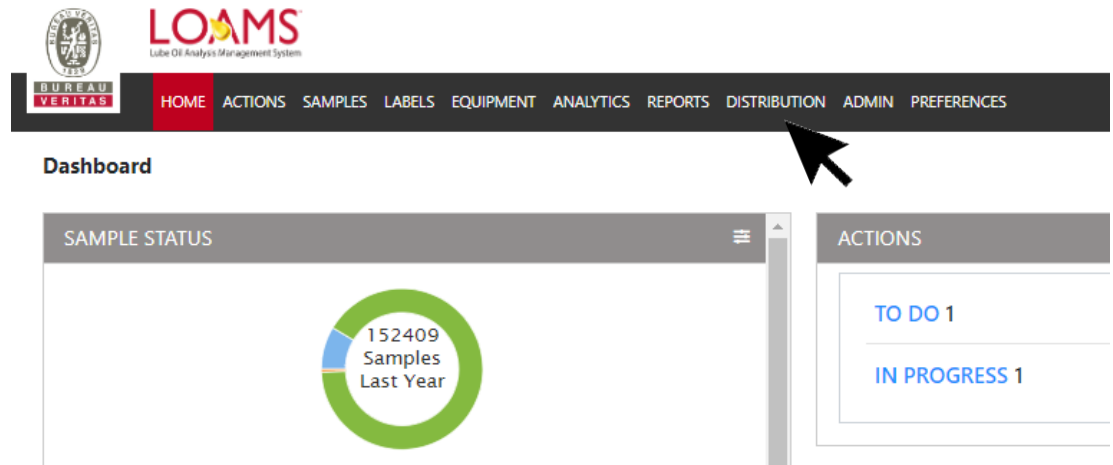
- 1** Explore the report distribution features available in LOAMS
- 2** Create distribution reports following 10 easy steps
- 3** Learn how send report distributions to one or multiple recipients



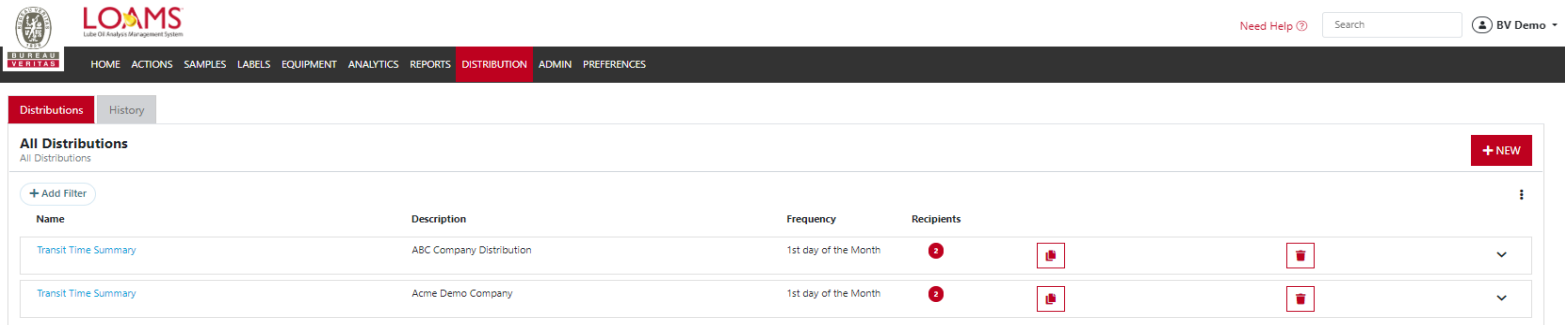
Report Distributions

- The Report Distribution features in LOAMS allows users to send standard reports, management reports, diagnostic reports, or user customized reports to one or multiple recipients applying:

- ✓ Various reporting options
- ✓ Custom filters
- ✓ Email frequency
- ✓ Limited time-sensitive access



The screenshot shows the LOAMS dashboard. At the top is a navigation menu with the following items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and PREFERENCES. A mouse cursor is pointing at the 'DISTRIBUTION' menu item. Below the navigation menu is a 'Dashboard' section. On the left, there is a 'SAMPLE STATUS' widget with a donut chart showing '152409 Samples Last Year'. On the right, there is an 'ACTIONS' widget with two items: 'TO DO 1' and 'IN PROGRESS 1'.



The screenshot shows the 'Distributions' page in LOAMS. The page has a navigation menu with 'DISTRIBUTION' highlighted. Below the navigation menu, there are tabs for 'Distributions' and 'History'. The main content area is titled 'All Distributions' and contains a table with the following data:

Name	Description	Frequency	Recipients			
Transit Time Summary	ABC Company Distribution	1st day of the Month	2			▼
Transit Time Summary	Acme Demo Company	1st day of the Month	2			▼

At the top right of the table area, there is a '+ NEW' button. At the top left of the table area, there is a '+ Add Filter' button.

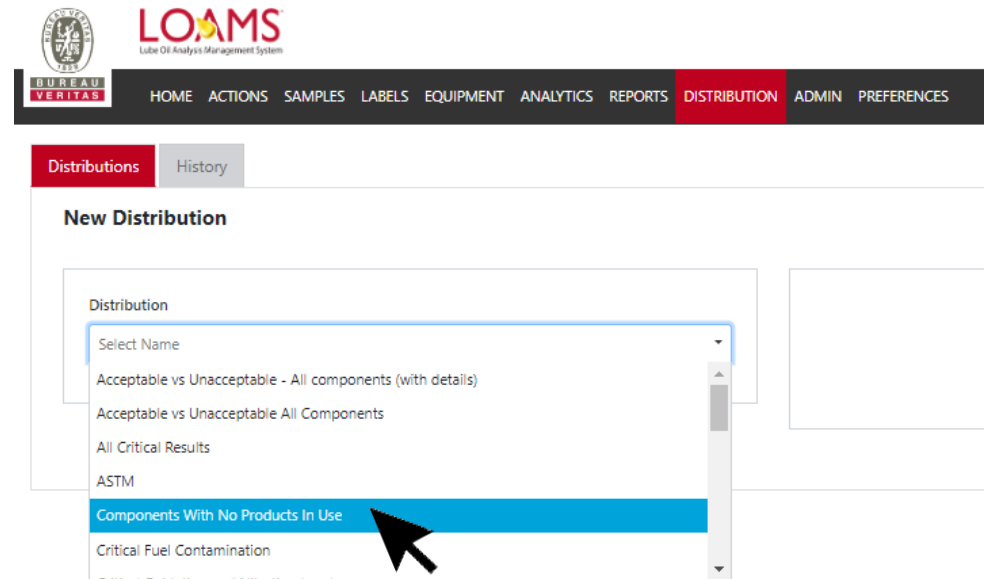
Report Distribution

- In this quick start guide, you'll explore all the reports that can be easily shared from LOAMS and how these reports can be distributed to the contacts in your address book.

The reports available for distribution from LOAMS are: Submitted Sample History, ASTM, Management Reports & Diagnostic Reports.



Please note, the management and diagnostic reports contain multiple reports that have been classified using these two categories.




The screenshot displays the LOAMS (Lube Oil Analysis Management System) web application. The top navigation bar includes the Bureau of Veritas logo and the LOAMS logo. The main navigation menu contains links for HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION (highlighted in red), ADMIN, and PREFERENCES. Below the navigation bar, the 'Distributions' tab is active, and the 'New Distribution' form is visible. The form has a dropdown menu for 'Distribution' with the following options: 'Select Name', 'Acceptable vs Unacceptable - All components (with details)', 'Acceptable vs Unacceptable All Components', 'All Critical Results', 'ASTM', 'Components With No Products In Use' (highlighted in blue with a mouse cursor), and 'Critical Fuel Contamination'.

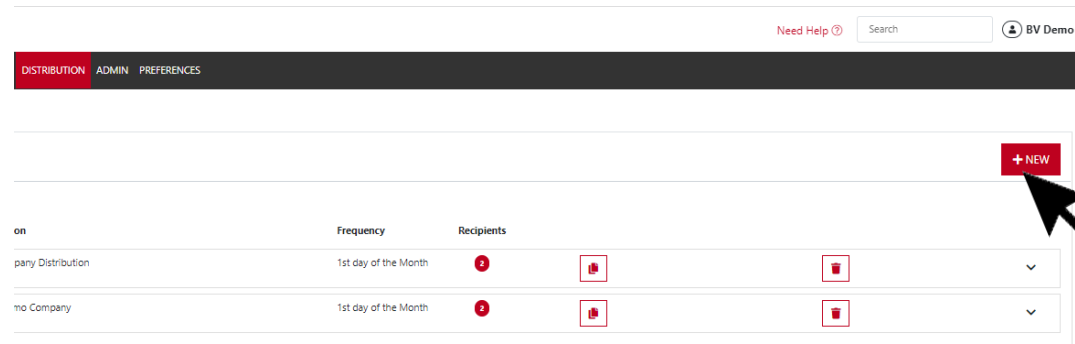
Report Distributions

1 Report distributions are easy to create using LOAMS. To begin, click the Distributions tab.

2 Click the +New icon. A new page will open up. Here, select the distribution type under “Distribution”. After the distribution type has been entered, more fields will appear.

3 Now, enter a description.





 Please note, if you haven't created a filter, you can create one by moving your cursor to the preferences tab, selecting the filters option from the drop-down menu, and clicking the new filter button. For detailed instructions, please see the Quick Start Guide: *Creating and Managing Filters*.

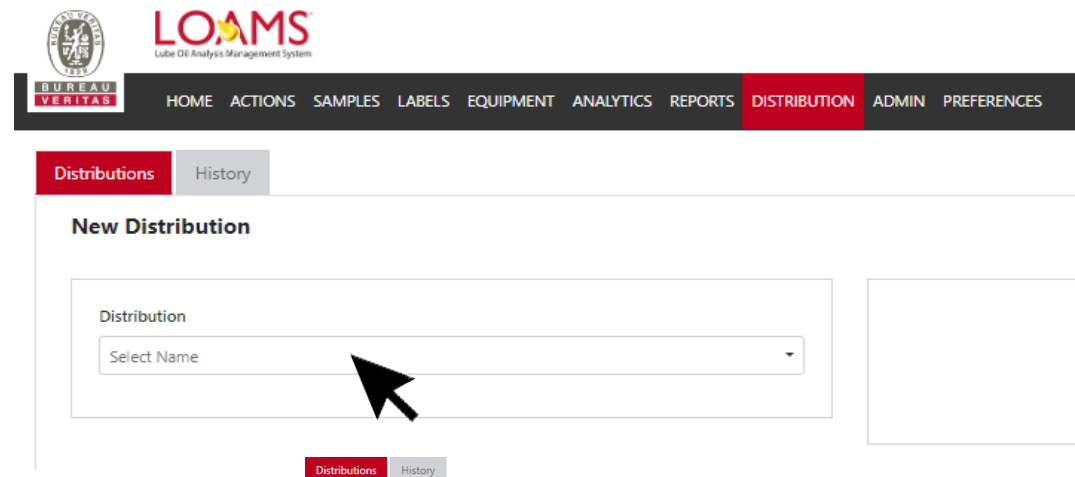


Need Help ⓘ Search BV Demo

DISTRIBUTION ADMIN PREFERENCES

+NEW

on	Frequency	Recipients			
pany Distribution	1st day of the Month	2			▼
no Company	1st day of the Month	2			▼



LOAMS
Lube Oil Analysis Management System

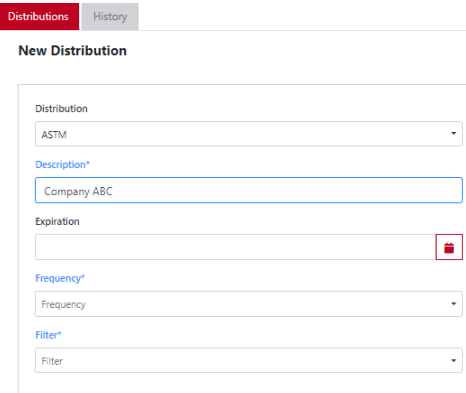
HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN PREFERENCES

Distributions History

New Distribution

Distribution

Select Name



Distributions History

New Distribution

Distribution

ASTM

Description*

Company ABC

Expiration

Frequency*

Frequency

Filter*

Filter

Report Distributions


- 4 The expiration date is an optional field that allows you to provide time-sensitive access to the recipients of your report distributions. You can enable this feature by selecting the date in which the recipients access to a specific report will expire.
- 5 Under the frequency drop down list, you can configure how often LOAMS should send the report distribution to the respective recipients.
- 6 Click the filter field and select one a filter you have created to apply it to this report.

Distributions History

New Distribution

Distribution
ASTM

Description*
Company ABC

Expiration
01/01/2025 4:52 PM 

Frequency*
Frequency


Filter*
Filter

Distributions History

New Distribution

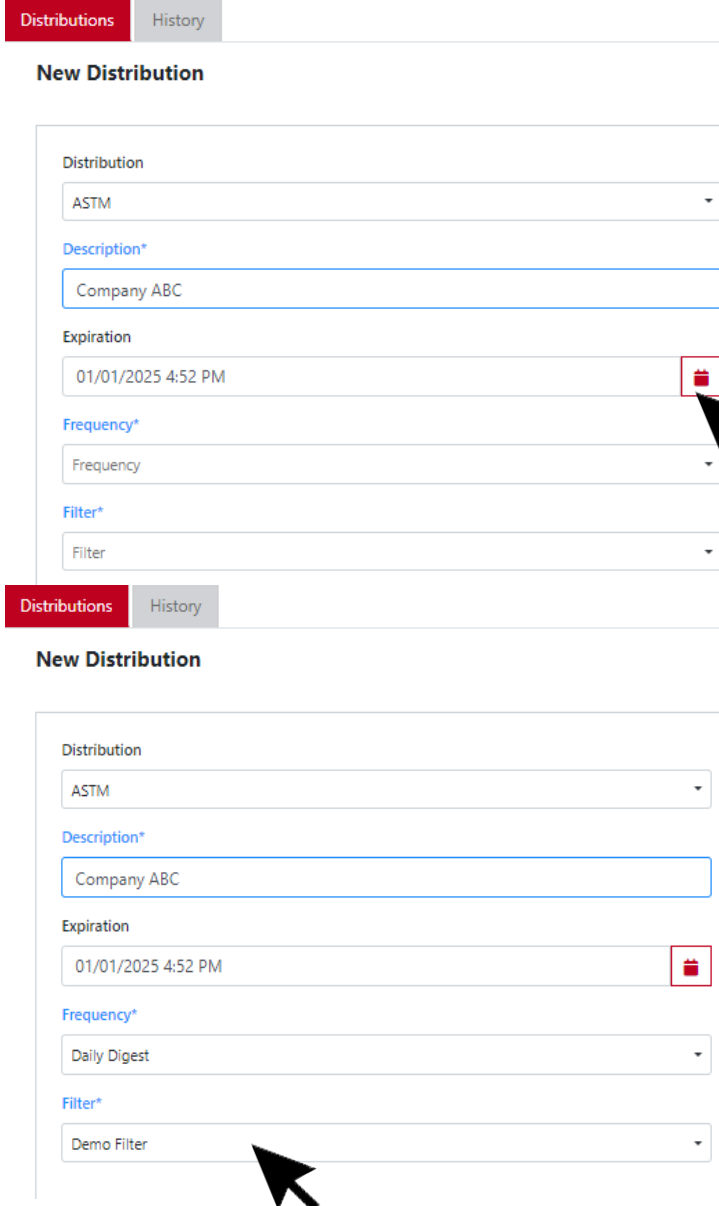
Distribution
ASTM

Description*
Company ABC

Expiration
01/01/2025 4:52 PM 

Frequency*
Daily Digest

Filter*
Demo Filter



Report Distributions

7 The address book window will display the users you have added as recipients of this distribution. You can create and manage users in your address book through the Preferences tab.

8 Click the checkbox on the leftmost side of the contact list to add them as a recipient for your report distribution. If you want to remove them, you can click the trashcan icon.

DISTRIBUTION ADMIN PREFERENCES

CANCEL SAVE

Recipients

Type recipient email or search contacts

There are no recipients yet. Add recipients from above

SEARCH CONTACTS

	EMAIL	FIRST NAME	LAST NAME	COMPANY
<input type="checkbox"/>	testemail@abc.com	John	Smith	ABC Company
<input type="checkbox"/>	testemail@bureauveritas.com	John	Doe	Bureau Veritas
<input checked="" type="checkbox"/>	testemail2@bureauveritas.com	Jane	Doe	Bureau Veritas

Showing 1 of 1 rows

CANCEL OK

Recipients

Type recipient email or search contacts

Recipient Email

testemail2@bureauveritas.com

CANCEL SAVE

Report Distributions

10 Now that you have created a report distribution, click save for the report to appear in your list.



Please note, you can modify an existing report distribution anytime by simply selecting the specific report distribution you plan to edit from the report list. After making modifications, remember to click the save button to save the new changes you have made to a specific distribution.

Distributions History

New Distribution CANCEL SAVE

Distribution
ASTM

Description*
Company ABC

Expiration
01/01/2025 4:52 PM

Frequency*
Daily Digest

Filter*
Demo Filter

Recipients
Type recipient email or search contacts

Recipient Email

testemail2@bureauveritas.com



LOAMS — The Lube Oil Analysis Management System — by Bureau Veritas gives you access to real-time oil analysis data from your computer, tablet or mobile device. LOAMS is:

- +** **Cloud-Based** Multiple graphing functions allow users to create custom graphs to plot trends and compare equipment.
- +** **Scalable** LOAMS can be scaled to match your needs.
- +** **Configurable** Data access, user permissions and system functionalities can be configured by user or company.
- +** **Customizable** Users can customize the application to manage data according to individual needs and preferences.
- +** **Simple** User-friendly interface provides a simple and easy-to-use application for all skill levels.



LOAMS SUPPORT DESK

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